

## **EMPLOYMENT OPPORTUNITY**

### **General Services Assistant (Assistant Housing Coordinator)**

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The US Embassy is seeking for an experienced Administrator to help manage a large and growing portfolio of residential properties. The applicant must have a university degree and three years' experience in management. Clear thinking skills and an ability to negotiate effectively is needed for this position.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

##### **Housing:** 50%

Seeks new properties to lease or purchase, as required. Drafts contracts, agreements and letters.

Maintains lease files and regularly reviews files for key dates and prepares appropriate documentation for notifying appropriate parties/office of maintenance, repairs, extensions, renewals, payments on or termination of leases.

Continually performs market research on housing market to determine fair market value, changes in the housing market, and availability of better value/quality homes. Makes recommendations to the GSO housing officer on available properties, properties recommended for termination, renewal dates, landlord issues, and maintenance or utility issues or security issues that affect the lease. Notifies budget and fiscal office of due dates for lease payments and coordinates for the ordering of lease payments.

Communicates with Washington on waivers for leased properties between U.S government and Tanzanian government, and recommendation for purchase/sale/swap of real estate. Highlights all current/changes in host country regulations pertaining to land rent and real estate as a whole.

Ensure FMO certification of funds available prior to signing leases. Quarterly updates and prepares Real Property Application (RPA) report utilizing the standard automated program.

Responsible for coordinating with FM, IPO, RSO, Warehouse, Shipping and CLO to set the make ready schedule and update as necessary. Coordinate with CLO and FM to complete a pre make-ready walk through of each residence to be vacated, to assure quality of life issues are addressed by FM or the landlord. Send out housing questionnaire to departing personnel to collect information on the living conditions of the home and any maintenance issues that require attention.

Coordinates with warehouse, cleaning staff, maintenance unit, and local procurement agent to ensure that residence are ready for new arrivals to occupy. Ensures final make ready walk through is completed with CLO, FM and sponsor to assure house is setup for the arrival of new occupants.

Maintains files of the Inter-Agency Housing Board (IAHB), announces meetings, keep minutes of those meetings and provides information to FM on issues raised during IAHB meetings and tours of residences.

Sends IAHB Housing Questionnaire to newly assigned Direct-Hire American personnel, collects the data submitted and presents results to IAHB. Responsible to see that digital photo library of residential properties are created for all residences, updated as Necessary, and power point presentation of residence is submitted to new personnel once IAHB announces the employee's housing assignment.

As and when needed train/support new housing assistant all acquisition documentation using the Standard Lease Model provided by State Department and prepares all cables following the 14FAM.

**Property:**

20%

Assists GSO supply with annual NEPA inventory and completion of the Inventory Reconciliation and Certification Report for both expendable and nonexpendable supplies. Ensures all reports due to State are prepared on time and accurately by responsible parties. Prepares correspondence and cables relating to GSO activities, submits to GSO for review and approval.

Coordinates GSO services provided to the DCR and EMR. Provides on-sight supervision of the annual IDF inventories. Accompanies GSO on annual inspection of residential appliances and furnishings. Determines condition and replacement needs for budget input.

Assists NEPA clerk in scheduling household inventories for departing personnel and coordinating the delivery of welcome kits, as well as other check-out procedures.

**Contracting:**

30%

Supervise the performance of State, CDC, DAO & AID re-housing service contractors such as local guard program, gardening, Cleaning, copiers and upholstery. Represents the General Services Officer in the Inter-Agency Housing Board meetings and contracting meetings. Resolves minor personnel problems by research, gathering facts and presenting recommendations to the GSO. Maintains a suspense log and alerts GSO a minimum of 180 days in advance of contract expiration dates.

Prepares solicitations/contracts/leases/acquisition documents for review and approval by the GSO. Monitors the recycling agreement and fuel contract, and takes action when required to assure the contractors are performing in accordance with the contracts/agreements on file.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education/Work Experience:** A university degree in Business Administration or equivalent and Three years of progressive experience in management, real estate is required. Understanding of local contract procedures and international lease negotiation is required.

**OR**

A diploma in Business Administration or equivalent and five years of progressive experience in experience in management, real estate is required. Understanding of local contract procedures and international lease negotiation is required.

2. **Language:** Level IV (fluent) in English and Kiswahili (speaking, reading and writing) is required.
3. **Knowledge:** Familiarity with standard business and legal practices Dar es Salaam is useful.
4. **Skills and Abilities:** Typing level II (40 WPM) and excellent knowledge of Microsoft Office is required. Must have excellent communication skills. Must have sensitivity in dealing with cross-cultural issues.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

**SUBMIT APPLICATION TO**

American Embassy  
Human Resources Office  
P.O. Box 9123  
Dar es Salaam

**POINT OF CONTACT**

Telephone: 2294000, Ext: 4137/4148/4233/4024

The US Mission in Tanzania provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**Only shortlisted candidates will be contacted**